

# HIGHVIEW COLLEGE STAFF PLANNING FOR STUDENT ACTIVITIES POLICY

**Person Responsible – Principal**

(Reviewed in even years)



## **Rationale**

As part of its Duty of Care, Highview College is required to adequately supervise students when involved in a School Activity. This includes activities on-site or off-site, whether they occur during school hours (for example, excursions) or after school hours (for example, school camps).

## **Aims**

- To allow students to have the opportunity to find areas of interest and success not necessarily available within the academic program
- To allow students and staff to interact in a less formal setting and develop positive relationships
- To provide activities for each year level
- To develop a structure for increased activity leading to a stronger culture of identification around School membership
- To develop and maintain community connection
- To establish guidelines for the adequate supervision of students at Highview College who are involved in any School Activity
- To ensure that staff have an understanding of their Duty of Care to students involved in a Student Activity
- To allow students to have the opportunity to find areas of interest and success not necessarily available within the academic program
- To allow students and staff to interact in a less formal setting and develop positive relationships
- To provide activities for each year level which enrich opportunities for personal growth and curriculum enrichment
- To develop a structure for increased activity leading to a stronger culture of identification around House membership
- To develop and maintain community connections

## **Relevant Documentation (included here)**

- Student Activity Application
- Student Activity Procedure
- Student Activity Risk Management Plan Protocols
- Student Activity Risk Management Plan Template
- EdSmart form for parent advice/permission available on the Staff Drive under 'Forms'

## Implementation

- Highview College teachers are fully aware that the duty of care of students involved in activities outside the school environment does not start nor end at precise times during the day. A teacher's Duty of Care applies irrespective of whether the risk occurs in or outside the school grounds
- Highview College will, in all cases, take reasonable steps to protect students involved in College activities
- The Principal and Executive will determine which Student Activities are to be included on the school calendar and form part of the program
- Teaching staff are expected to actively participate in curriculum enrichment and the Extra-Curricular Program, including the Camps Program
- Staff are required to follow the Student Activities Procedure available on the Staff drive
- Minimum staff to student ratios for day excursions will be 1:20
- Minimum staff to student ratios for overnight camps in residential accommodation 1:15

## Risk Management Protocols

The staff member leading the Student Activity will complete a Student Activity Risk Management Plan.

The member of staff leading the Student Activity will submit the application with the Risk Management Plan to the relevant person as outlined here:

Type of Activity	Submit Form to	✓
Overseas Tours	Principal	
Year Level Camps / Pastoral Care Activities Guest speaker related to DELTA / Church Visits Fundraising Activities / Student Leadership	Director of Pastoral Care	
Curriculum related activities on-site or off-site	Director of Professional Practice	
Extra-curricular Activities ICCES, EBT, Production, Chess	Activities Co-ordinator	

## TRANSPORT ARRANGEMENTS

- Students will normally be transported by coach or public transport. In the event that small numbers of students do not justify a coach and driver, self-drive buses or private cars may be used.
- Wherever possible, coaches with seat belts will be used
- Staff driving students must inform parents of the arrangements and be a fully licenced driver for the vehicle used
- In the event of private cars being used, the vehicle must have full comprehensive

insurance

- Staff must complete the 'Application to use a private vehicle' form
- Drivers must have a 0.00 BAC at all times when driving students
- Students will normally be picked up and dropped off at school. There are designated 'drop off' points. Parents/guardians of students must be present to meet their child at 'drop off' points. If no parent/guardian is present at the appointed time, the student will be taken on to Highview College
- A staff member will stay with students at Highview College until a parent or guardian arrives

## **CAMPS**

- Each year The Junior Secondary and the Middle School Co-ordinators will be responsible for organising and conducting a camp or excursion/s at Years 7-10
- The Senior School Co-ordinator will be responsible for developing Leadership Programs and Orientation Camps for Years 11 and 12 students
- Programs for each level will be delivered and supported by College teaching staff
- Specialist instructors may be secured to support programs (as the budget permits)
- Generally, the location of off-site activities needs to be within a two-hour drive of Maryborough
- The timing of the events will be spaced across the academic year
- DELTA Mentors are expected to attend events relevant to their level
- Teachers who are not DELTA Mentors will support at the level where most of their teaching occurs
- The cost of Camps Program (off site or on site) is included in the school fees
- Minimum staff to student ratios:
  - for day excursions will be 1:20
  - for overnight camps in residential accommodation 1:15
- Activities involving adventure activities will follow guidelines set out by the Department of Education and Early Childhood. Advice is available at
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/activities/default.htm>
- Staff are aware for the need for heightened supervision as students are less constrained on camp and therefore may be more prone to accident or injury.
- Staff are aware that a camp with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with Duty of Care responsibilities.
- The teacher in charge of camps will have copies of all confidential medical forms for attending staff and students and permission notes with contact details. The teacher in charge will also ensure a first aid kit and a mobile phone is with supervising staff at all

times.

## **SPORTING ACTIVITIES**

- The College will maintain affiliation with the Independent Country Co-Educational Schools group (ICCES)
- The Sports Co-ordinator will be responsible for organising and conducting the Sporting program
- Typically, this involves House Swimming, Athletics and Cross Country and their ICCES equivalents. In addition to these, the school will be involved in the ICCES Winter Tour (netball, basketball, hockey, soccer) and local competition against MEC in tennis, football, soccer and cricket.
- The Sports Co-ordinator will have support from the House Captains to implement the Sport Program
- A lunchtime House Sports competition will be conducted with one event per term
- A House Shield will be presented to the winning House based upon results of all House events
- Students competing at House events may wear House colours
- Students representing the School in sporting events will be required to wear the school sports uniform
- The school will pass information on to students about other school based sporting events that are not included in the school's sporting program. Parents may choose to enter their child in these events
- Attendance at all House Carnivals is compulsory for students in Years 7-12
- The sports programs will be designed to offer a wide range of events to maximise participation, including novelty events for non-competitors.

## **MUSIC & DRAMA ACTIVITIES**

- The Music Co-ordinator will be responsible for organising and conducting musical performances annually. Typically this may include a major performance involving a large number of students in the second semester and a recital by individual music students at the end of each Semester
- Private music tutors will be consulted about the items students perform for the recital
- The school may offer students the opportunity to take part in a recording program or other similar events

## **ENERGY BREAKTHROUGH**

- The College will appoint an Energy Breakthrough Co-ordinator who has responsibility for the overall management of Highview College teams
- The school will enter a minimum of two teams in the Maryborough Energy Breakthrough

event

- Other teams may be entered, dependent upon the level of interest from students, parents and staff
- Sponsorship will be sought from local businesses with naming rights granted for sponsorship
- Parents and students will be given the selection criteria for inclusion into teams at the start of the program

## **OVERSEAS TOURS**

- Overseas trips would normally be conducted in the school holidays
- Travel advice from DFAT must be sought and followed. This advice must be checked throughout the planning period and immediately prior to departure
- The planning process for these trips is to follow the same guidelines as for local excursions but should be started a minimum of 12 months before the event
- Staff attending overseas tours are selected on a range of criteria to ensure a balance of gender, age, mobility, experience etc, as determined by the Camp Leader in conjunction with Executive
- Staff supervising overseas tours are on duty for the entirety of the trip
- No alcohol is to be consumed across the duration of the Tour
- The work it takes to organize and run a Tour is significant. In the year a Tour is being organized, no other Extra-curricular contribution will be expected of that teacher
- Staff may not take other members of their family or parents on a Tour with students
- Details of Tours must be approved by the school before being disseminated to families
- Payment for participation in a Tour must be completed in advance of any non-refundable monies being spent
- Once full payment is made, parents need to understand that money cannot be refunded
- The following information must be left with the Principal prior to departure:
  - contact details of all participants and their families
  - health records for all participants, including staff
  - a detailed itinerary, with contact details for any places of accommodation or extended visit
  - details of transport with contact details
  - overseas contact details for staff accompanying the tour
  - photocopies of passports, visas, travel documents and insurance

## **APPENDICES**

**APPENDIX 1** – Application for Student Activity

**APPENDIX 2** – Student Activity Procedure

**APPENDIX 3** – Student Activity Risk Management Protocols

**APPENDIX 4** – Student Activity Risk Management Plan

**APPENDIX 5** – Application for EdSmart form (refer to staff drive – EdSmart Template)

Policy developed by David Dowie – 2012  
Updated by David Dowie – 2015  
Updated by Melinda Scash – 2017, 2018  
Due for Review – March 2020



## APPENDIX 1 - APPLICATION FOR A STUDENT ACTIVITY

Organising Teacher \_\_\_\_\_

Date submitted \_\_\_\_\_

Description of Activity \_\_\_\_\_

Date of Activity \_\_\_\_\_

Departure Time \_\_\_\_\_

Return Time \_\_\_\_\_

Year Level / Class \_\_\_\_\_

Number of students \_\_\_\_\_

Number of staff required  
(and initials if known) \_\_\_\_\_

Will students miss classes YES / NO

Cost of Activity \_\_\_\_\_

Travel requirements & Costs \_\_\_\_\_

Overnight accommodation? YES / NO

'Risk Management Plan' attached? YES / NO

Line Manager signature \_\_\_\_\_

Submit this completed form to the appropriate person

Type of Activity	Submit Form to	✓
Overseas Tours	Principal	
Year Level Camps / Pastoral Care Activities Guest speaker related to DELTA / Church Visits Fundraising Activities / Student Leadership	Director of Pastoral Care	
Curriculum related activities on-site or off-site	Director of Professional Practice	
Extra-curricular Activities ICCES, EBT, Production, Chess	Extra-Curricular Co-ordinator	



## APPENDIX 2 - STUDENT ACTIVITY PROCEDURE

### What kind of Student Activity?

Type of Student Activity	Submit Form to...	✓
Overseas Tours	The Principal	
Year Level Camps / Pastoral Care Activities Guest speaker related to DELTA / Church Visits Fundraising Activities / Student Leadership	Director of Pastoral Care	
Curriculum-related activities on-site or off-site	Director of Professional Practice	
Extra-curricular Activities ICCES, EBT, Production, Chess	Extra-Curricular Co-ordinator	

### STEP 1. INITIAL DISCUSSION RE STUDENT ACTIVITY

(AT LEAST 3 MONTHS BEFORE ACTIVITY)

(12 MONTHS IN ADVANCE OF AN INTERNATIONAL TOUR)

The proposal for a Student Activity should be raised with the relevant line-manager, as indicated above.

### STEP 2. SUBMIT OVERVIEW DETAILS

(1 - 2 MONTHS BEFORE ACTIVITY)

Submit the completed 'Student Activity Application Form'

Applications should be made to the relevant line-manager, as indicated above.  
Applications submitted by Thursday will be considered at the Executive Meeting the following Monday.

### STEP 3. SUBMIT FINETUNING DETAILS

(ONCE APPROVAL HAS BEEN CONFIRMED)

Arrange transport through Reception

Provide a copy of the parent letter to the Principal for approval

Once approved, distribute the parent letter, and permission form to parents

Give a copy of the list of students, parent letter and permission form to Reception

Check with Reception re first aid requirements

Liaise with the Director of Administration regarding final staffing requirements

Liaise with Accounts regarding receipting of payments

Lodge a copy of all paperwork with the Business Manager (including Risk Management)

### STEP 4. CHECK DETAILS

(TWO WEEKS BEFORE ACTIVITY)



- Check with the Director of Administration that staff are covered for classes at school
- Re-confirm bookings and transport arrangements with Reception staff

**STEP 5. PROCESS INFORMATION**

(ONE WEEK BEFORE ACTIVITY)

**PERMISSION FORMS**

Permission Forms must be collected and attendance finalised a week before the Activity. This provides time for the First Aid Kits to be finalised and checked. If a student does not return the Permission Form by the due date, the student should not be allowed to go on the excursion. In this case, organise with the relevant Pastoral Care Co-ordinator for the student to attend school and make the necessary arrangements.

- Check that all Permission Forms and money for the Activity have been returned

**INFORMATION FOR ATTENDING STAFF**

- Email a list of staff/students involved to all staff
- Check that teachers have no objections to a student attending the event
- Advise any identified students and adjust lists accordingly.

**STEP 6. CONFIRM ARRANGEMENTS**

(A FEW DAYS BEFORE ACTIVITY)

- Meet with and give relevant details to the staff involved
- Inform all staff of any late changes
- Re-check with the Director of Administration that staff are covered for classes at school
- Collect any cash/cheque required from the Accounts Department
- Remind all staff involved to leave work for missed classes in SEQTA
- Collect student medical details and First Aid supplies

**STEP 7. RUNNING THE ACTIVITY**

(THE DAY OF THE STUDENT ACTIVITY)

- Mark the roll and give a copy to Reception and each staff member involved
- Check that you have all the relevant forms and First Aid supplies
- Note any medication dispensed or First Aid provided
- Make contact with the School if anything changes at any time

## STEP 8. FOLLOWING UP

(AFTER THE ACTIVITY)

Return all First Aid supplies to Reception

Return all equipment to its original location

Give any invoices to the Business Manager/Accounts

Ask staff for feedback to assist with future planning


## IMPORTANT INFORMATION

### SUPERVISION RATIOS

Ensure there are enough staff to for adequate supervision.

The ratio is normally one teacher per 20 students, unless it is a high-risk activity or overnight camp. Please check with the person who is in charge of the area for advice on the appropriate ratio before committing staff to the activity.

Ensure that all activities with a high-risk level, are staffed by appropriately skilled adults and that the level of staff First Aid expertise is appropriate for the nature of the activity.

If swimming is an activity, then an indication of the student's ability must be included on the Permission Form. All groups of swimmers need to be provided with effective supervision.

### TRAVEL 'DROP OFF' POINTS

If travelling back via Castlemaine/Newstead/Carisbrook the 'drop off points' are

- The traffic lights in Forest Street Castlemaine
- The Newstead Milk Bar
- Carisbrook Motors

The 'drop off points' for Creswick, Clunes and Talbot are

- The Creswick Post Office
- The Clunes Post Office
- The Old Service Station at Talbot

If 'drop off' is being used a Permission Form including the details above must be signed by parents/guardians, otherwise students will not be allowed to depart at these stops.

There will always be students and parents asking for extra drop off points (ie. the bus goes right past their house/road, but it has been the practice to limit the stops to those listed above and give the reason that that it is due to time restrictions).

If the bus arrives at one of these stops prior to the advertised time, you will need to wait. If there is no one there to meet the student, they need to be brought back to Maryborough and the

parents phoned.

### **DEPARTURE TIMES**

It is usual practice to have all students leave from Highview in the morning at 9.00am, so a complete roll check can be held, and so that out of town parents do not have to make more than one trip to Maryborough on the day. This is particularly important if an Activity also returns after school buses have left.

### **ACTIVITIES DURING SCHOOL TIME**

If the excursion is during regular class time a letter to parents, informing them of the details is all that is required. The only time a Permission Form should accompany this is if the activity has a higher level of risk. A First Aid kit and any relevant details regarding students medical needs must be obtained from Reception the day before the excursion.

**PLEASE DO NOT HESITATE TO ASK YOUR LINE MANAGER IF YOU ARE UNSURE OF PROCEDURE**



## APPENDIX 3 - STUDENT ACTIVITY RISK MANAGEMENT PROTOCOLS

This checklist is designed to assist teachers to identify and manage potential risks to people involved in School Activities. This list is not exhaustive as other hazards beyond those identified here may exist and need to be documented.

A Risk Management Plan must be devised to manage every risk.

### ACTIVITY

	Risk	Management strategy
<b>Purpose</b>	1. Activity not regarded as worthwhile, damage to school and personal reputation	<ul style="list-style-type: none"> <li>• Clear purpose identified and agreed to by leadership/executive team</li> <li>• Program developed to account for the entire time on Activity</li> <li>• All staff involved in the Activity also involved in planning process</li> <li>• Parents and students informed of purpose, benefits and risks of each Activity</li> <li>• Review process employed</li> </ul>
<b>Transport</b>	1. Injury through accident (motor vehicle)	<ul style="list-style-type: none"> <li>• Choice of vehicles with appropriate safety features (e.g. bus with seat belts)</li> <li>• Instruction of students and staff to stay in seats and use seat belts</li> <li>• Use of licenced and experienced drivers</li> <li>• Selection of route and travel times (when available) to minimise risk</li> <li>• Placement of staff throughout vehicle to maintain adequate supervision</li> <li>• Selection of pick up/drop off points to minimise hazards from road crossings</li> </ul>
	2. Collision with Tram/train	<ul style="list-style-type: none"> <li>• Students to be warned of danger areas and where to stand when vehicles arrive and leave</li> <li>• Students advised to be in seats or gain a handhold if seats not available</li> </ul>

	3. Walking	<ul style="list-style-type: none"> <li>• Route checked beforehand to include either marked crossings or roundabouts</li> <li>• Control of students maintained by staff being dispersed through group and at head of group</li> <li>• Decision to cross roads made by staff and monitoring of group whilst crossing</li> <li>• Hi-Vis clothing worn by supervising staff</li> </ul>
<b>Supervision</b>	1. Students not effectively supervised creating harm to self, others and school	<ul style="list-style-type: none"> <li>• A detailed supervision strategy and program established for all activities and for non-programmed periods in the excursion</li> <li>• All staff made aware of their specific supervision responsibilities and times</li> <li>• A clearly known chain of command has been established including a 2IC in event of leader incapacitated</li> <li>• Students have been made aware of rules and expectations of behaviour</li> </ul>
	2. Students lost	<ul style="list-style-type: none"> <li>• Roll taken at start of excursion, distributed to all supervising staff</li> <li>• Head count taken before leaving each venue/activity</li> <li>• For students involved in semi-formal supervision activities, students sent in groups of four students to have at least one working mobile within group</li> <li>• teachers to have student phone number and vice versa</li> <li>• Students to meet at pre-arranged locations on agreed times</li> <li>• Students to be able to find a staff member at a known location throughout event</li> </ul>
	3. Staffing	<ul style="list-style-type: none"> <li>• Staff chosen to match level of challenge to staff skill, qualification and experience</li> <li>• All non-teaching staff satisfy requirements of a Working with Children check</li> </ul>

<p style="text-align: center;"><b>Medical conditions</b></p>	<p>1. Participant has a medical condition that may cause harm whilst on event</p>	<ul style="list-style-type: none"> <li>• Medical records updated annually</li> <li>• Parents required to inform school of significant medical issues on permission form</li> <li>• Medical records of students checked beforehand</li> <li>• Staff advised that they should inform the event leader of any medical conditions that may affect staff capacity on event</li> <li>• A plan has been made for students with health issues</li> <li>• First aid kits created by Reception after checking medical records of students attending</li> <li>• Qualified first aid person available (depends on trip and level of risk)</li> <li>• Menus checked beforehand and food providers informed of any food allergies of participants</li> <li>• High glucose foods taken to deal with hypoglycaemia</li> <li>• Ensure water is available to avoid dehydration</li> <li>• Support provided for students with psychological conditions</li> </ul>
<p style="text-align: center;"><b>Specific activities</b></p>	<p>High-Risk Activities</p>	<ul style="list-style-type: none"> <li>• For some activities, there is a higher than normal risk. These include Abseiling, Artificial climbing and abseiling walls, Bushwalking, canoeing/kayaking, Challenge ropes courses, Cross country skiing, Cycling, Downhill skiing and snowboarding, Horse riding, Orienteering, Overnight camping, Rafting, Recreational Swimming, Rock climbing, Sailing, Scuba diving, Sea kayaking, Snorkelling, Surfing, Water skiing, Windsurfing</li> <li>• Information available at <a href="http://www.education.vic.gov.au/school/principals/safety/Pages/outdoor.aspx">http://www.education.vic.gov.au/school/principals/safety/Pages/outdoor.aspx</a></li> <li>• These directions are to be followed explicitly</li> <li>• For any of these activities that are planned to be undertaken on an overseas trip insurance cover needs to be checked to ensure coverage is maintained</li> </ul>

<b>Emergency Procedures</b>	1. Participant lost	<ul style="list-style-type: none"> <li>Physical boundaries set for students at start of activity</li> <li>Instructions to teachers and staff as to procedure to follow if a participant is lost or missing</li> <li>Group to be held together in one place under supervision of staff member</li> </ul>
	2. Intruder	<ul style="list-style-type: none"> <li>Students advised to stay in rooms or in a designated area and notify staff immediately</li> <li>Rooms to be locked if possible</li> <li>Staff to determine level of threat; if perceived as low, direct intruder to leave property, if any perceived threat, call police (000)</li> </ul>
	3. Fire within buildings	<ul style="list-style-type: none"> <li>Determine exits and safe assembly place before arrival and advise all participants on arrival</li> <li>On detection of fire, students to move to assembly area</li> <li>If small fire, use fire extinguishers to attempt to extinguish fire, call 000 to inform fire brigade</li> </ul>
	4. Fire in area	<ul style="list-style-type: none"> <li>School Principal or their nominee or Student Activity Leader to monitor notifications</li> <li>Contact Bushfire Hotline for advice on whether to evacuate and advised route</li> </ul>
<b>Communication</b>	1. Communication loss	<ul style="list-style-type: none"> <li>Staff and leader to have mobile phones for duration of event. Phone numbers to be entered into contacts of phonebook</li> <li>For trips into remote non-mobile phone reception areas, a satellite phone will be taken</li> <li>A member of the Senior Executive is identified from school to be the available contact after hours and mobile number provided to trip leader</li> <li>At school contact organised and available at all times</li> </ul>
<b>Weather</b>	1. High temps/fire risk	<ul style="list-style-type: none"> <li>BOM site checked for week leading up to event. For external events, with high levels of activity, alternative activities are planned. (List these)</li> <li>Code Red days – school is cancelled</li> </ul>

		<ul style="list-style-type: none"> <li>• Total Fire Ban days – excursions involving bus travel cancelled or postponed.</li> <li>• If students are away on camp when a TFB day is declared, the Principal, Business Manager, Director of Pastoral Care, Teacher in charge of Student Activity and site management will discuss and decide the most appropriate course of action</li> <li>• Parents will be advised of any changes to initial event planning</li> <li>• Students monitored for heat stress</li> </ul>
	2. Rain/wind/low temps	<ul style="list-style-type: none"> <li>• Depending on level of experience of group, route or activity may be altered, clothing checked before trip to ensure it is adequate</li> <li>• Shelter available on site</li> <li>• Shelter taken</li> <li>• Students monitored for developing hypothermia</li> <li>• High-energy food and hot drinks available</li> </ul>
	3. High UV	<ul style="list-style-type: none"> <li>• Group advised on suitable clothing, including hats, long sleeve and collared shirts, sunglasses and sunscreen</li> <li>• Students monitored for appropriate levels of clothing and signs of sunburn</li> </ul>
<b>Location</b>	1. Group is unfamiliar with the area and any potential hazards it may present.	<ul style="list-style-type: none"> <li>• The area has been visited before the Student Activity to ensure hazards are identified</li> <li>• The leader is familiar with the area</li> </ul>



Overseas trip (in addition to above)	1. Medical	<ul style="list-style-type: none"> <li>• Students directed to seek qualified medical advice from their GP on health risks and immunisations required. Students and staff required to show proof of immunisation before attending</li> <li>• Extra medical products, specific for the area to be included in the first aid kit on advice from pharmacist</li> </ul>
	2. Staff expertise and experience	<ul style="list-style-type: none"> <li>• All overseas trips are organised through accredited and reputable travel companies</li> </ul>
	3. Food and water	<ul style="list-style-type: none"> <li>• In countries with uncertain food and water standards, bottled water only to be used</li> <li>• Food chosen to minimise risk of contamination from ice/water</li> <li>• Freshly cooked foods preferred; cold or stored foods, particularly chicken and shellfish avoided</li> </ul>
	4. Passports	<ul style="list-style-type: none"> <li>• Passports locked in hotel safe (if available)</li> <li>• Copies of passports held at school. Staff to hold student passports. All attending staff informed of Embassy contacts</li> <li>• Students to carry a copy of their passport</li> </ul>
	5. Regional security	<ul style="list-style-type: none"> <li>• DFAT travel warnings checked throughout planning stage up to date of departure</li> </ul>
	6. Communication	<ul style="list-style-type: none"> <li>• Prior to trip, student/staff meetings held weekly for the six weeks before departure</li> <li>• Participants to have a mobile phone with working SIM card on entry to the country</li> <li>• Students to carry emergency identification card at all times</li> </ul>
	7. Supervision	<ul style="list-style-type: none"> <li>• Staff member on duty at all times</li> <li>• Semi-supervised activities have boundaries set for students and students allocated to a specific group of a minimum of four people</li> <li>• Students in semi-supervised activities to have a mobile phone with them at all times</li> </ul>
	8. Airport security	<ul style="list-style-type: none"> <li>• Participants advised of regulations about prohibited items</li> </ul>

		<ul style="list-style-type: none"> <li>• Advice from Australian Customs Service provided to students</li> </ul>
	9. Travel insurance	<ul style="list-style-type: none"> <li>• Participants to have travel insurance that allows for medical evacuation to Australia.</li> <li>• Each student carries their 24 hour Emergency Assistance card for insurance</li> </ul>
	10. Cultural norms	<ul style="list-style-type: none"> <li>• Normal school rules for appropriate dress applies</li> <li>• In Muslim countries, girls to be advised to wear modest clothing that cannot be 'seen down, up or through'</li> <li>• Students to be fully-briefed in relation to cultural norms of the region being visited</li> </ul>
<b>Sport Athletics</b>	1. Throwing events	<ul style="list-style-type: none"> <li>• Area marked for students to stay away from and all students informed of this</li> <li>• Teacher to maintain control of when competitor throws</li> <li>• Correct technique monitored</li> </ul>
	2. High jump	<ul style="list-style-type: none"> <li>• Use of experienced and trained teacher on event control</li> <li>• Double layering of cushioning of high jump landing area</li> <li>• Correct technique monitored</li> </ul>
<b>Sport Cross Country</b>	3. Running	<ul style="list-style-type: none"> <li>• Track and running direction marked clearly</li> <li>• Students fit and able to complete the event</li> <li>• Lake area Out Of Bounds &amp; supervised</li> <li>• Road to the venue is blocked off or staff supervised</li> <li>• Areas of the track considered most hazardous are supervised by staff</li> </ul>
	4. Track	<ul style="list-style-type: none"> <li>• Track walked by staff prior to the event to check for hazards</li> <li>• Track is walked by runners as a warm up on the day of the event to familiarise themselves</li> </ul>

<b>Sport Swimming</b>	5. Swimming	<ul style="list-style-type: none"> <li>• Students fit and able to complete the event</li> <li>• Qualified lifeguards in attendance</li> <li>• Staff trained in first aid in attendance</li> </ul>
<b>Sport Basketball</b>	6. Injury	<ul style="list-style-type: none"> <li>• Facilities checked pre game for hazards</li> <li>• Games umpired by experienced people who will adhere to rules to ensure safe play</li> <li>• Students encouraged to wear protective equipment where applicable including mouthguards, taping, etc.</li> <li>• Coaches to promote safe and fair play</li> </ul>
<b>Sport Netball</b>	7. Injury	<ul style="list-style-type: none"> <li>• Facilities checked pre game for hazards</li> <li>• Games umpired by experienced people who will adhere to rules to ensure safe play</li> <li>• Students encouraged to wear protective equipment where applicable including mouthguards, taping, etc.</li> <li>• Coaches to promote safe and fair play</li> </ul>
<b>Sport Soccer</b>	8. Injury	<ul style="list-style-type: none"> <li>• Facilities checked pre game for hazards</li> <li>• Games umpired by experienced people who will adhere to rules to ensure safe play</li> <li>• Students encouraged to wear protective equipment where applicable including mouthguards, taping, etc.</li> <li>• Coaches to promote safe and fair play</li> </ul>
<b>Sport Football</b>	9. Injury	<ul style="list-style-type: none"> <li>• Facilities checked pre game for hazards</li> <li>• Games umpired by experienced people who will adhere to rules to ensure safe play</li> <li>• Students encouraged to wear protective equipment where applicable including mouthguards, taping, etc.</li> <li>• Coaches to promote safe and fair play</li> </ul>
<b>Sport Tennis</b>	10. Injury	<ul style="list-style-type: none"> <li>• Facilities checked pre game for hazards</li> <li>• Games umpired by experienced people who will adhere to rules to ensure safe play</li> <li>• Students encouraged to wear protective equipment where applicable including mouthguards, taping, etc.</li> <li>• Coaches to promote safe and fair play</li> </ul>

<b>Sport Cricket</b>	11.Injury	<ul style="list-style-type: none"><li>• Facilities checked pre game for hazards</li><li>• Games umpired by experienced people who will adhere to rules to ensure safe play</li><li>• Students encouraged to wear protective equipment where applicable including mouthguards, taping, etc.</li><li>• Coaches to promote safe and fair play</li></ul>
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## APPENDIX 4 - STUDENT ACTIVITY RISK MANAGEMENT PLAN

Activity Name	
Activity Timing	
Organising Staff Member	
Other Staff Involved	
Date of Excursion	
Time of Excursion	
Destination	
Phone Contact	
After Hours Contact	
Planned Activities	
Staff Ratio & Qualifications	
Emergency Procedures	

### STUDENT ACTIVITY RISK MANAGEMENT STRATEGIES

Activity	Risk	Management Strategy